



## STEM: Show it in Portfolios

### Training Starter Template

**Objectives:** All participants in the training will be able to:

- Explain portfolios and key elements
- Outline steps in a portfolio process
- Use tools and templates to support youth in creating a strong portfolio

**Total amount of time:** \_\_\_\_\_ **Number of participants:** \_\_\_\_\_

**Preparation:** \_\_\_\_\_ **Materials:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Training Opening

- Engage Participants \_\_\_\_\_ minutes  
(Ice breaker/warm up activity related to the topic)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Introduce the Topic \_\_\_\_\_ minutes (Motivate participants, show them why the topic is important, and share objectives and agenda)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Training Middle \_\_\_\_\_ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Ask if participants ever created scrapbooks from a trip, or have files with old schoolwork collected over the years. In pairs, discuss the kinds of items collected, and what they showed.
- Explain that portfolios are collections of student work over time to show learning, activities or processes they completed, experiences, or project accomplishments. Ask participants to discuss benefits of portfolios for students; chart responses.
- Explain that unlike a scrapbook, portfolios are deliberately planned, reviewed, and evaluated to look at learning or progress over time, effort, skill levels, or other defined purposes. Steps are: (1) Students identify their objectives – what they want the portfolio to show; (2) Material is put into the



This tool is in the public domain. Authorization to reproduce it in whole or in part is granted.  
This tool was funded by the U.S. Department of Education in 2011 under contract number EDOESE-09-000040.  
The views expressed here are not necessarily those of the Department or the contractor, Manhattan Strategy.  
Learn more at <http://y4y.ed.gov>.



## STEM: Show it in Portfolios

portfolio to show progress toward objectives; (3) Portfolio contents are reviewed; (4) Student and staff assess whether objectives were met

- Ask participants to brainstorm and list the purpose of a STEM portfolio in their program. What might be possible objectives? What would children and youth want to show or demonstrate?
- As a group, list the kind of contents the portfolio could contain.
- Distribute the Portfolio Planner and Review Checklist. Ask participants to fill it in as though they were a student in the program. Compare and discuss in small groups.
- Ask for strong examples to discuss in the full group.

### Training Wrap Up and Closing

- Summarize, consolidate \_\_\_\_\_ minutes  
(Connect back to the objectives, check for understanding, and discuss questions)

---

---

---

- Plan Next Steps \_\_\_\_\_ minutes  
(Be specific about application to immediate practice.)

---

---

---

- Closing Comments \_\_\_\_\_ minutes  
(Acknowledge, motivate and inspire)

---

---

---

### Post-training assessment and revision

- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training





## STEM: Show it in Portfolios

### PORTFOLIO PLANNER and REVIEW CHECKLIST

#### PORTFOLIO FOLDER

Portfolios may be kept as folder or large enveloped marked with:

Name

Date started and completed

Project or purpose

#### CONTENTS

Portfolio content should demonstrate learning based on goals and objectives. Items to include may be selected by the students, or by student and staff together.

Items in a STEM portfolio might include:

- Activity log; number of activities completed
- Project write-ups or demonstrations
- Field trip descriptions
- Journals, reviews, reports
- Photographs, artwork, sketches
- Screen shots or print outs from computer-based work
- Learning contracts and evaluations
- Other \_\_\_\_\_





## STEM: Show it in Portfolios

### PORTFOLIO PLANNER

#### PORTFOLIO PLAN

Name:

Date started:

Completion date:

TITLE:

Project, topic, subject or focus area:

#### 1. What is the purpose of my portfolio?

I want to show that I.... :

- Learned
- Worked on
- Went to
- Did
- Tried
- Made

---

I hope people who look at my portfolio will:

---

#### 2. What will I include?

Required items (list)

Target date

Other items

#### 3. How will I evaluate my portfolio? How will my afterschool teacher evaluate it?



This tool is in the public domain. Authorization to reproduce it in whole or in part is granted.  
This tool was funded by the U.S. Department of Education in 2011 under contract number EDOESE-09-000040.  
The views expressed here are not necessarily those of the Department or the contractor, Manhattan Strategy.  
Learn more at <http://y4y.ed.gov>.



## STEM: Show it in Portfolios

### PORTFOLIO SELECTION CHECKLIST

Before including a piece, ask:

- Does this fit with the purpose?
- Should it be attached to another piece (to show before/after, or draft/finished)?
- Does it demonstrate what it needs to?
- Do I already have something that shows this?
- What else should I look for?

### WRAP UP and ASSESS

1. Before submitting the portfolio, check:

Are all required materials there?	Yes	No
Do they show what they are supposed to show?	Yes	No
Are they presented neatly?	Yes	No
Can they be easily understood?	Yes	No
Do you want to add anything? What?		

2. Does your portfolio show you achieved the objectives or purpose? Yes No

3. How would you rate the contents of the portfolio?

Excellent

Very good

Good

Fair

Weak

4. What are two important things you learned?



This tool is in the public domain. Authorization to reproduce it in whole or in part is granted.  
This tool was funded by the U.S. Department of Education in 2011 under contract number EDOESE-09-000040.  
The views expressed here are not necessarily those of the Department or the contractor, Manhattan Strategy.  
Learn more at <http://y4y.ed.gov>.



## STEM: Show it in Portfolios

### PORTFOLIO REVIEW CHECKLIST

Review date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Portfolio owner: \_\_\_\_\_

Portfolio subject area or focus: \_\_\_\_\_

#### Does the portfolio include required selections and materials?

Required item (list)      Included      Missing

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### Were the objectives met?

<b>OBJECTIVE</b> (learning, skill, product, experience, time, etc.)	<b>OBJECTIVE MET?</b>	<b>DEMONSTRATED BY</b>	<b>NOT DEMONSTRATED, NEED TO SEE MORE</b>

